


## IRIS Transactions to Assist With The Annual Facilities Space Survey

Below are some IRIS transactions and layout suggestions that you may find useful as you work through your facilities space survey.

- When you print/download your cost center's assigned space as directed in the "Getting Started" document, item B, you can add additional columns once your report appears. Locate the change layout icon  at the top of the screen to see a popup box of columns to choose from. Use center arrows to move "Principal Investigator name", Note for Room", etc. over to Displayed Columns section. When finished, click on the green check mark at bottom of screen to return to your report which will include the additional columns you selected.
- If your department has sponsored projects, we recommend you run a transaction that will generate a list of projects that were active during the survey period, July 1 - June 30. To obtain this list, go to IRIS transaction ZPS\_WBS\_ATTRIBUTES (you may want to add this to your favorites). Select the "Get Variant" icon at top of screen and a "Find Variant" screen will pop up. In the Variant field, type "/SPACE". Make sure all other fields are blank, and execute. A data selection screen will appear. Enter your funds center and execute. The list appearing on your screen identifies project WBS's that may have been using research space during the survey fiscal year. You can download this report and sort by PI. This list can be a valuable tool to you and your PI's in identifying research space usage in labs and other departmental spaces. You should review your survey for inclusion of these WBS's in the "Fund Using" column of the ZRE\_INVENTORY\_LIST when completed. Please save this file as well as any emails from PI's and other staff as support for your space survey entries in case of audits or questions in the future.
- The ZRE\_SPACE\_PRSN transaction is a useful tool when you have completed your survey. This report will provide a list of all the personnel you selected as working in your offices and labs as you completed your survey. You can quickly look for "Withdrawn" status and verify the person was employed by UT at some time during the survey fiscal year. If they were not, you will need to go back in to the survey and remove them from the list of personnel working in the room, and possibly replace them with a new person if there is no one else listed in that space. You can also scan list of names and verify you identified the correct personnel in your spaces, and look for current employees that are not showing as working in a space.
- Another report to use when you have completed your survey allows you to verify you have marked all spaces as Finished. Using transaction ZRE\_INVENTORY\_LIST, enter all of your cost centers in the "Inventory Responsible Cost Center" field, and in the Output Format section located at the bottom of screen, choose the custom layout "/SPACEREVIEW". A "Completed" column has been added to this Layout, and you can scroll down to see if all lines have been marked completed.
- Download and save a final copy of your survey after completion by following the instructions in first bullet above, again adding any additional columns you want to have available for reference. Please retain this file for five years, as we may be asked to provide this documentation if your research space is reviewed by federal auditors.